

INFORMATION FOR WILLOWBROOK STUDENTS AND PARENTS
REGARDING THE OPENING OF THE SCHOOL YEAR 2014-2015

THE PURPOSE OF THIS LETTER IS TO ORIENT STUDENTS AND PARENTS TO THE REGISTRATION PROCEDURES AT WILLOWBROOK. STUDENTS WILL NOT BE ABLE TO REGISTER WITHOUT THEIR BLUE SIGNATURE CARD, DISTRICT 88 POLICY STATEMENT AGREEMENT FORMS, AND STUDENT INFORMATION FORMS COMPLETED (ALL ENCLOSED) AND SIGNED BY A PARENT. HAVING THESE FORMS COMPLETELY FILLED OUT WILL ENSURE YOUR STUDENT A SMOOTH REGISTRATION EXPERIENCE.

IMPORTANT! All students will report on Wednesday, August 20, 2014 for a full day of scheduled classes. Monday, August 18th is a STAFF INSTITUTE DAY and all offices will be closed until 11:00 a.m.

Student class schedules will be issued August 11th, 12th, 13th, and 14th according to the schedule listed below. Students are to adhere to their **designated registration day and time**, as this will expedite the registration process. All students will need a photo ID so we can validate their appropriate time slot. Freshmen may bring their junior high yearbook if they do not have a valid photo ID. **Students not registering at their scheduled time will be required to register on Thursday evening, August 14th, from 4:30-8:00 p.m. or on Friday, August 15th, from 7:30-11:30 a.m.** Please anticipate a longer registration time if you are not registering on your designated day and time slot.

TIME	SENIORS	TIME	FRESHMEN	TIME	SOPHOMORES	TIME	JUNIORS
	Mon., Aug. 11		Tues., Aug. 12		Wed., Aug. 13		Thurs., Aug. 14
8:00 – 8:45	D – H	8:00 – 8:45	U – Z	8:00 – 8:45	U – Z	8:00 – 8:45	D – H
8:45 – 9:30	A – C	8:45 – 9:30	A – C	8:45 – 9:30	P – T	8:45 – 9:30	A – C
9:30 – 10:15	U – Z	9:30 – 10:15	D – H	9:30 – 10:15	I – O	9:30 – 10:15	U – Z
10:15 – 11:00	P – T	10:15 – 11:00	I – O	10:15 – 11:00	D – H	10:15 – 11:00	P – T
11:00 – 11:45	I – O	11:00 – 11:45	P – T	11:00 – 11:45	A – C	11:00 – 11:45	I – O

Evening registration will be held from 4:30 p.m. – 8:00 p.m. on Thursday, August 14th.

WHAT A STUDENT WILL DO AT REGISTRATION

STATION #1

All students and parents will check in at Door #6 (by the Fieldhouse) to drop off **completed and signed forms**: District 88 Policy Agreement, Student Information, blue Signature Card and the Race and Ethnicity form.

When completed forms are turned in and debts cleared, students will be issued a registration ticket for admission to the registration process. Students needing to clear any debt will proceed to Station #2A to pay their outstanding debt.

STATION #1A

Freshmen only will report to the Student Commons to turn in or verify that they have sent in their physical examinations in.

Seniors only will verify how they wish to have their names appear on their diploma for graduation.

STATION #2A

Proceed to the Bookstore, if applicable, to deal with: Outstanding debt payments, Lunch debit card deposits and/or any books that need to be returned.

STATION #2B

Proceed to Room C6 (Nurse's Office), if applicable, to deal with any financial issues: Application for the Free and Reduced Lunch Program, Application for the Books and Fee Waiver, and/or any other financial assistance.

STATION #3

ALL students will proceed to the Warrior Room (C4) to turn in their admission ticket to create their login for Technology access and to pick up their class schedule.

STATION #3A (Freshmen/Sophomores/Juniors Only)

All students (except Seniors) will report to the Student Commons for their yearbook/I.D. picture.

STATION #4

All students will proceed to the Student Cafeteria to purchase or pick up the following items: books, fees, supplies, Yearbook (\$40), Activity Pass (\$10), Parking Permit (\$175) for Juniors and Seniors only, Technology Fee (\$35), Activities/Athletics Fee (\$50), and student required I.D. and bus schedule. Please note that students are not required to purchase textbooks from the bookstore, but can utilize other options if they prefer to do so.

If you have any questions regarding Registration, please contact Tom Cantlin, Assistant Principal, at 630-530-3440.

SECURITY: PADLOCKS FOR HALL LOCKERS

Students who do not have padlocks from last year will be expected to purchase a padlock from our bookstore and to place this lock on their assigned lockers. When used properly, these locks provide reasonable security for textbooks and personal belongings kept in lockers. However, **we also need the cooperation of you and your student to stop thievery** by removing the element of temptation. Please be sure to have your student **secure a padlock from the bookstore and use it on the locker. Be sure all books are signed in ink, and student's name and other identifying marks are on jackets, gym clothes and other equipment used at school.** Any theft should be immediately reported to a dean. All worn or defective padlocks should be reported to the Attendance Office. Discourage your student from giving the lock combination to friends. Encourage your student to report any pilfering lockers to a dean. Instruct your student to lock the padlock properly. **Finally, sharing lockers with friends and fellow students is not permitted.**

PHYSICAL EXAMINATION FORMS – FRESHMEN AND NEW STUDENTS:

The School Code of Illinois requires that freshmen students have a physical examination before entering school. **These legal requirements must be complied with in order for the student to pick up a schedule in August.** Please mail the completed form to Willowbrook High School as soon as possible after the examination. If there isn't sufficient time to send the form, it may be returned the day of registration. Transfer sophomore, junior and senior students must have a physical on file with up-to-date immunizations. Forms are available in the Student Personnel Services Office.

NO FRESHMAN OR NEW STUDENT WILL BE PERMITTED TO REGISTER WITHOUT A PHYSICAL.

PHYSICAL EXAMINATION FOR ATHLETICS:

Athletes must provide for their own physical examination. Proper forms have been distributed to incoming freshmen through the Health Services Office and are available on the website. **No other forms will be accepted** so keep them in good condition. An early appointment with a physician would be advisable.

FALL SPORTS REGISTRATION AND PRACTICE – PLAN AHEAD:

All Students who intend to report for fall sports should have filled out a physical examination form prior to starting fall practice. The freshman physical will serve as the athletic physical for **freshmen only**. All sports begin practice on Wednesday, August 13th, except football which begins on Monday, August 11th.

PARKING PERMITS: (Juniors and Seniors)

Student parking at Willowbrook is a privilege granted by the school. This year licensed juniors and seniors will be allowed to purchase parking permits during registration. If additional parking becomes available, we will extend parking privileges to licensed sophomores. There is a \$175.00 fee for parking permits. Permits remain valid as long as the holder follows all parking rules and regulations, maintains regular attendance, is academically eligible to drive, and exhibits responsible behavior. All students are to use the south and back drives and park in the south parking lot **ONLY**.

REMINDER – REMINDER – REMINDER

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| Reminder #1 | <p>This is a reminder that incoming freshmen students <u>will not</u> be allowed to register on August 12th without a physical examination and the required immunizations.</p> <p>Parents objecting to immunizations on religious grounds shall present a statement of such objection signed by a parent or guardian of the child.</p> <p>If there is a financial problem, call DuPage County Health Department Satellite Office at 630-620-3350.</p> |
| Reminder #2 | <p>Regular school dress and behavior are expected during registration.</p> |
| Reminder #3 | <p>Please adhere to your assigned time slot, as this will expedite the registration process. Students <u>not registering</u> during their scheduled time will need to register on Thursday evening (August 14th) from 4:30 p.m. – 8:00 p.m. or Friday (August 15th) from 7:30 a.m. – 11:30 a.m.</p> |
| Reminder #4 | <p>Monday, August 18th the office <u>WILL NOT BE OPEN UNTIL 11:00 A.M.</u> due to Staff Institute Day.</p> |